



CITY OF SEATTLE

Court Marshal

SALARY:	\$25.95 - \$31.49 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	Seattle Municipal Court Marshall's Guild
CLOSING DATE	Continuous Apply via www.seattle.gov/jobs

POSITION DESCRIPTION:

The Seattle Municipal Court, recognized for our proactive and innovative approach, is seeking experienced law enforcement or corrections officers for the position of Court Marshal. Join the Court's specially-commissioned team as a full-time officer responsible for all aspects of security and creating a safe environment for defendants, the public, and Court employees. This agency has more than 200 employees and 13 judicial officers. The Court adjudicates misdemeanor and gross misdemeanor crimes, infractions, and civil violations handling a large volume of work, requiring dedicated, agile, and motivated staff.

Court Marshals work Monday through Saturday between 7 AM and 6 PM with some holiday coverage assigned. Alternative work schedules may be available after successful completion of training. The team consists of 17 specially-commissioned officers with Sergeant Elisa Sansalone and Chief Ron Pace leading the unit. The ideal candidate will have successfully completed either a law enforcement or corrections academy and have three (3) years of full-time law enforcement or corrections experience.

JOB RESPONSIBILITIES:

- Guard and protect prisoners, Court staff and the public in courtrooms, jail holding cells and court-related areas.
- Intervene and make arrests in potential incidents of violence or warrant service.
- Escort prisoners or detainees between secured facilities and courtrooms.
- Book out-of-custody defendants into jail and search holding cells for contraband on a regular basis.
- Monitor, assist, and oversee security screeners to ensure screening of the general public is conducted in a professional manner.
- Operate security devices: firearm, baton, Taser, etc.
- Act as first responder to fire alarms, bomb threats and various safety concerns, and assist with building evacuations.
- Complete incident and police type reports and various required paperwork.
- Successfully secure and maintain Seattle Police Department special commission which includes passing an annual firearm qualification.

QUALIFICATIONS:

The following are the minimum qualifications; please note the Court's preference for candidates with the desired qualifications listed under the Additional Information section.

- Provide copy of certification or transcript from Washington State or an equivalent certified criminal justice academy program or, as a condition of employment, must successfully complete a Washington State criminal justice training academy as determined by the Court.
- Three years experience as a city, county, state, or federal Law Enforcement Officer, Court Detail Officer, or Court Marshal. Other types of law enforcement work experience will be reviewed on a case-by-case basis. A two-year degree in criminal justice or a related field may be considered an equivalent qualification with the additional condition of successfully completing a Washington State criminal justice training academy as determined by the Court.
- Possess a valid Washington State Driver's license upon hire, be at least 21 years of age upon hire; have a high school diploma or GED; and U.S. citizenship is required.
- Successfully pass Seattle Police Department Background Investigation which requires full disclosure of your past. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence. Deliberate inaccuracies or omissions may disqualify you.

The special commission issued by the Seattle Police Department requires all Court Marshal candidates to meet the following standards. Please review the following automatic and case-by-case disqualifiers to determine if you qualify to submit your application for Court Marshal position at this time.

Automatic Disqualifiers

The following are automatic disqualifiers - applicants should not apply to our agency if any of the following apply:

- **Criminal Record**: any adult felony conviction; any misdemeanor or felony conviction while employed in a criminal justice and/or law enforcement capacity; or any domestic violence conviction.
- **Drug Use**:
 - Have used Marijuana within one (1) year prior to the date of this application.
 - Have used Marijuana more than twenty-five (25) times within the ten (10) years prior to the date of this application.
 - Have used cocaine or crack within the ten (10) years prior to the date of this application.
 - Have used club drugs, such as, but not limited to: Ketamine, GHB, Rohypnol, or MDMA (ecstasy) within the five (5) years prior to the date of this application.
 - Have used any Hallucinogens, LSD, Mushrooms, or Psylocybin within the ten (10) years prior to the date of this application.
 - Have used PCP, Angel Dust, Wet or Phencyclidine within the ten (10) years prior to the date of this application.
 - Have used Opium, Morphine, or Heroin within the ten (10) years prior to the date of this application.
 - Have used Methamphetamine, Crank, Crystal, Ice, Speed, Glass, or Amphetamine within the ten (10) years prior to the date of this application.
 - Have used any Synthetic Cannabinoids, also known as "Spice," "K2," or "Genie" within the five (5) years prior to the date of this application.
 - Have used any Substituted Cathinones, also known as "Bath Salts" within the five (5) years prior to the date of this application.
 - Have inhaled aerosols, sometimes referred to as Huffing (paint) or Whippits (Nitrous Oxide) or used Khat within the five (5) years prior to the date of this application.

- Have used pharmaceuticals not prescribed to you by a doctor, i.e. Oxycotin, Oxycodone, Vicodin, Methcathinone, Ritalin, and/or Steriods within five (5) years prior to the date of this application.
- Have used four (4) or more controlled substances within the ten (10) years prior to the date of this application.
- Have used any illegal drug(s) or illegally used pharmaceuticals more than twenty-five (25) times within the ten (10) years prior to the date of this application.
- Have used any illegal drug(s) while employed in a criminal justice and/or law enforcement capacity.
- Have manufactured or cultivated illegal drug(s) for the purpose of the sales/marketing of the drug(s).
- **Financial Record:** Failure to pay income tax or child support will be disqualifying.
- **Professional Appearance:** Applicants may not have tattoos, branding (intentional burning of skin to create a design), voluntary disfigurement (marring or spoiling of the appearance or shape of a body part), or scarification (intentional cutting of the skin to create a design) visible on the face, ears, neck, head or hands. Applicants may not wear dental ornamentation.

Case-by-Case Disqualifiers

The following are behaviors that will be given case-by-case consideration.

- **Military Discharge:** Any discharge from any military service under other than honorable circumstances (fair employment laws apply).
- **Traffic Record:** an applicant's driving record will be thoroughly assessed and may be a factor for disqualification. Examples of infractions/traffic crimes that may be disqualifying:
 - Driving While Intoxicated (DWI),
 - Reckless Driving, or Hit & Run Driving;
 - Suspension of your driver's license within five (5) years of the date of application;
 - Three (3) or more moving violations (speeding, negligent driving, etc.) in the past five (5) years of the date of application will be carefully reviewed; and
 - Two (2) or more accidents within five (5) years of the date of application, wherein applicant was judged to be at fault and/or charged with a moving violation.
- **Employment Record:** An applicant's employment history, including any terminations, or leaving an employer in lieu of termination, will be thoroughly assessed and may be grounds for disqualification.
- **Financial Record:** An applicant's credit history, including excessive credit card debt or unresolved accounts in collection will be thoroughly assessed and may be grounds for disqualification.
- **Professional Appearance:** A tattoo of a ring on one's finger may be allowed on a case by case basis.

ADDITIONAL INFORMATION:

Desired Qualifications:

- Preference given to candidates with certified criminal justice or corrections academy program and have at least three years of full-time law enforcement or corrections experience.
- Current First Aid Certificate, CPR, and use of Automated External Defibrillator (AED).
- Bi-lingual
- Demonstrated ability to: engage in proactive intervention to defuse conflicts and maintain orderly conduct in public group situations; use defensive tactics and the appropriate use of force, including weapons such as firearms and batons; perform strenuous physical tasks such as running, subduing, and detaining individuals; confront problematic situations and exercise sound judgment under stress and in emergency situations; provide excellent communication, observation, and problem solving skills; use a computer; establish and maintain effective

working relationships with Judges, Court employees, and outside law enforcement agencies; demonstrated ability to work in close contact with persons who are mentally ill or who have physical illness.

Employer of Choice: The following are reasons the City of Seattle's Municipal Court is an employer of choice for law enforcement and corrections personnel.

1. Day shift, Monday – Saturday, between 7 AM and 6 PM with some holiday coverage.
2. Serve two locations: Primarily work at the Seattle Municipal Court with some coverage provided at the King County Jail. Also responsible for transporting defendants from agencies in remote locations.
3. Special Commission with full powers of arrest while on duty within the courthouse.
4. Benefits: Excellent medical, dental, and vision plans—City pays majority of premium; City-paid Basic Life Insurance; Post Retirement Medical; Flexible Spending Accounts; Generous Paid Time Off; Transit Subsidy up to \$90 per month; and Deferred Compensation.
5. Retirement: The Court Marshals can pay into the City of Seattle's Retirement plan. The City's retirement plan, by State of Washington law, allows for dual membership with other plans. You may combine service credit earned in all dual systems for the purpose of becoming eligible for service retirement or meeting vesting requirements. You can use your highest "base salary" in a dual member system to calculate your service retirement benefit in your other dual system. If you are a LEOFF I or LEOFF II retiree, you will be able to continue to draw your LEOFF benefits while employed in this full-time, non-LEOFF position. If you are a PERS I or PERS II retiree, you may be able to still receive your retirement benefits, but you should check with the Washington State Department of Retirement Systems (DRS) at 360-664-7000 for clarification.

Recruitment Process and Timeline: The entire recruitment process: application to start date takes approximately eight (8) months.

1. Submit online application for Court Marshal at www.seattle.gov/jobs. First review of applications will begin February 5, 2013. Online applications will continue to be accepted until all positions are filled.
2. Secure a copy of your law enforcement or corrections certification or transcript to bring to your first round interview.
3. Download and complete Personal History Information packet from the Seattle Police Department's website at: <http://www.seattle.gov/police/jobs/hiring/lateral.htm>. Those applicants who successfully pass the second round, will be asked to submit the completed PHI. Incomplete or untimely submissions will result in disqualification from the hiring process. Make sure and attach photocopies of your driver's license, social security card, DD 214 and law enforcement or corrections academy certification. The Release of Information & Credit History Release forms MUST be notarized.
4. All applications will be reviewed and the most qualified candidates will be invited to participate in two rounds of interview. Out-of-state candidates, at their own expense, must make travel arrangements to participate in-person for at least one interview, either the first or second.
5. Top candidates will complete an extensive background investigation conducted by the Seattle Police Department. All candidates complete an in-depth test and interview with a SPD detective. Out-of-state candidates must make travel arrangements, at their own expense, to participate in-person for this portion of the recruitment process.
6. Successful candidates who receive a conditional offer of employment must pass the final investigation phase conducted by Seattle Police Department, which includes polygraph, psychological, medical, and drug testing. Out-of-state candidates must make travel arrangements, at their own expense, to participate in-person for this portion of the recruitment process.

Note: The Physical Agility Test (PAT) and WA State Basic Law Enforcement equivalency academy training are not required.

Special Commission and Guild: As a condition of employment, Marshals must obtain and maintain a Special Commission issued by the Seattle Police Department, which includes annual firearms qualifications. Also, if selected, you must join the Marshal's Guild within 30 days of employment.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2013-00036

<http://www.seattle.gov/jobs>
COURT MARSHAL
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City is an Equal Opportunity Employer that is committed to diversity in the workplace. The City is a Drug Free Workplace.

Court Marshal Supplemental Questionnaire

* 1. Do you have a two or four-year degree in criminal justice or a related field?

Yes No

* 2. Select from the following list of academies you have you successfully earned a certificate from (Please Ctrl to select more than one answer):

- a) Basic Law Enforcement Academy
- b) Reserve Law Enforcement Academy
- c) Corrections Officers Academy
- f) None

* 3. Please list the issuing agency and the year you earned the certificate(s) listed above.

* 4. If you have completed an academy, the Court requires a copy of your academy certification or transcript. Are you able to provide the Court with a copy if requested.

Yes No

* 5. Do you have at least three years (6240 hours) working as a city, county, state, or federal Law Enforcement Officer, Court Detail Officer, or Court Marshal?

Yes No

* 6. At work, have you ever been trained and certified in the use of firearms?

Yes No

* 7. Do you certify that based on your review of the automatic background investigation disqualifiers that you are qualified for employment as a Court Marshal and you have been completely honest with all information in your application, including your answers to the supplemental questions?

Yes No

* Required Question